

REQUEST FOR PROPOSAL
TO PROVIDE GRANT/PROJECT MANAGEMENT AND PROGRAM
IMPLEMENTATION SERVICES



RFP No.: 0214

Proposal Receipt Date: June 23, 2010

Proposal Receipt Time: 04:00 P.M.

Jefferson Parish
Department of Purchasing
P. O. Box 9
Gretna, Louisiana 70053

(504)364-2678

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**REQUEST FOR PROPOSAL
FOR
GRANT/PROJECT MANAGEMENT AND PROGRAM IMPLEMENTATION
SERVICES**

1.1 Background –*The Parish of Jefferson, state of Louisiana, Department of Transit Administration, is seeking proposals for grant/project management and program implementation services that will meet the needs of the Parish and the requirements of the Federal Transit Administration and to foster a good working relationship with the staff of the Jefferson Parish Department of Transit Administration.*

1.1.1 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Ordinance Number 21587 from bona fide, qualified proposers who are interested in providing **Grant/Project Management and Program Implementation services.**

1.1.2 Goals and Objectives – *The Department of Transit Administration is seeking a competent contractor who must be able to administer Federal Transit Administration (herein after will be referred to as FTA) and Transit Security Grant Program funded projects, manage FTA grant funds, and to implement the Urbanized Area Formula Grant Program of Projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices. The successful contractor will be expected to assist the Department with reference to application for grants, manage related capital facilities, review operational and financial performance of the subject services for managerial and compliance purposes, and review, assess, and guide the department relative to the current and future delivery of cost effective transit services, capabilities, etc.*

The Department of Transit Administration desires to establish/obtain/receive/etc; a competent contractor who must be able to:

1. Continue a monitoring program to evaluate and regularly report on transit services sponsored by Jefferson Parish with said transit services including but not limited to fixed route service, demand response transit services and services provided through the MITS (Mobility Impaired Transit Service).
2. Assists in the reporting format and continue the associated database to facilitate scheduled review and report on transit services. The monitoring program

described in (1) above will be implemented and will provide information for monthly, quarterly, and annual reports. These reports will be prepared by the Director of the Department of Transit Administration with assistance by the successful contractor. This monitoring program will also include periodic financial reviews and or audits to ensure that services are being implemented within program guidelines.

3. Continue a detailed transit improvement program to direct the delivery of transit services and the improvement of transit services in the future. The program will be specific relative to recommendations made or services as well as capital facilities and equipment requirements. The successful respondent shall work with the Jefferson Parish Department of Transit Administration (JPDTA) to construct a program that is within the funding capability available and consistent with the commitments made relative to the passage of the ad valorem tax to support public transit services for the ten year period commencing in 1999. On a periodic basis and upon the request of the Department Director, the successful respondent will evaluate the Transit Improvement Plan and update and or amend relevant sections or components.
4. Provide direction and guidance relative to managerial decisions affecting the delivery of transit services and/or the development of transit facilities in the Parish. The management services will be performed at the written request of the Department Director and focus on those areas that are identified in such correspondence. Prior to initiation of management service a budget will be established and approved by both parties. Such management services will address system-wide requirements of individual projects or facilities.
5. Provide technical and professional support to Jefferson Parish in formulating specific grant requests and programs to be submitted to the Federal Transit Administration and the Louisiana Department of Transportation and Development and provide program narratives and justification for such projects as authorized by the Jefferson Parish Council.
6. Undertake other individual tasks or assignments but not limited to the following: operational and financial assessments, management strategies and programs, capital facilities and equipment requirements, the marketing and promotion of transit services, and other such assignments relevant to transit service in Jefferson Parish. Federal Transit Administration(herein after referred to as FTA) and Transit Security Grant Program funded projects, manage FTA grant funds, and to implement the Urbanized Area Formula Grant Program of Projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices. The successful contractor will be expected to assist the Department with reference to application for grants, manage related capital facilities, review operational and financial performance of the subject services for managerial and compliance purposes, and review, assess, and guide the Department relative to the current and future delivery of cost effective transit services.

PROJECT ASSIGNMENTS, TASK BUDGETS, AND PROJECT BILLING. All work initiated under this contract will be contingent upon the availability of Urban Mass Transportation Administration(herein after referred to as UMTA) funding and then may only be initiated pursuant to the written authorization of the Department Director. Such written authorization will include the specific scope of services to be performed, the deliverable to be produced, the time required for completion and the associated costs including project charges and direct expenses. The work completed under this contract will meet the program guidelines of the Urban Mass Transportation Administration or other non-parish sponsoring agencies or funding sources. The following parameters shall apply to all work authorized during the contract period stemming from the RFP:

- A. Project Assignments-individual project assignment will be authorized by the Department Director. Project assignment will describe the specific tasks involved and include the amount of funds authorized for the completion of the said assignment. The individual work authorization will be issued by task and all time spent per task and money charged to the project shall be reported on a monthly basis to the Department Director to substantiate monthly invoicing.
- B. Project budget-The budget for this project will be established by each individual task assigned to the respondent. The task budget shall include the amount of time anticipated for the completion of the assignment, the associated salary, overhead, and fee costs of completing the assigned task, and a provision for direct expenses. The provision for direct expenses shall also include any fee designated for such professional services from sub-consultants. Such sub-consultant fees shall be presented in a manner consistent with the presentation of the information from respondent. The budget for each individual task will serve as the billing basis for each task.
- C. Project billing-On a monthly basis the respondent will submit an invoice to the Department Director delineating total charges to the project during the subject period and description of the work completed during the invoicing period. In such invoicing, the original project budget will be included along with charges for the current period, charges previously billed to the Parish or the subject task, and the remaining balance in the task budget. The billing will be actual salary costs for the time committed to the assignments by employees, plus a pre-determined percentage of said cost for overhead and fee provisions. Additionally, the cost for direct expenses associated with the project assignments will be reimbursed at cost. All charges for direct expenses shall be substantiated by receipts and all time charged to the project shall be substantiated with time sheets reflecting the employee's name and time charged to the subject assignment.

The RFP and its appendices contain administrative and procedural information, instructions for preparing and submitting proposals, and terms and conditions to be included in any contract awarded as a result of this RFP.

These instructions prescribe the format that proposal shall follow and describe the approach for the development and presentation of proposal data. They are designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted proposals. There is no intent to limit the content of proposals.

Proposals that merely offer to conduct the task or provide the product in accordance with the requirements of the Statement of Work shall be considered non-responsive to this RFP and shall not be further considered. To be found responsive to this RFP the respondent shall submit a definitive description of the methodology, time phases, and the respondent's resources to be committed to delivery of these services under this RFP.

Warranties: The vendor shall provide a complete inventory of equipment installed, including description, manufacturer, model, and serial number, and submit any manufacturer's warranty or registration forms. If the manufacturer's warranty is longer than one year; such warranty shall be provided to the owner.

The vendor shall warrant all equipment to be free of defects in materials and workmanship for one year from the date of substantial completion of the project. For any failures within the warranty period, provide answers to service calls and requests for information within a 24-hour period and repair or replace any faulty item within a 23-hour period without charge, including parts and labor.

References: The following are standards, tests, and recommended methods that applies to this work.

Published standards, tests or recommended methods that apply to the work where cited below:

- a) National Electrical Code (NEC)
- b) National Electrical Manufacturer's Association (NEMA)
- c) American National Safety Institute (ANSI)
- d) Underwriter's Laboratory (UL)
- e) Electronics Industries Association (EIA)
- f) Occupational Safety and Health Administration (OSHA)
- g) Society of Motion Picture and Television Engineers (SMPTE)
- h) Society of Cable Telecommunications Engineers (SCTE)
- i) Building Industry Consulting Service International (BICSI)
- j) Audio System Design and Installation (ASDI)

Vendor Qualifications: Firm's qualifications will be evaluated on the following criteria:

- 1) The past experience of the respondent in project of similar nature and magnitude.
- 2) The quality of references and content of their responses.
- 3) Experience with equipment and facilities management and Grant Management.

Proposers must provide a minimum of three (3) references, with current contact information, for projects of similar scope and size completed within the last five years.

Proposers must provide a minimum of three (3) references, with current contact information, for projects of similar scope and size completed within the last two years.

1.2 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
1. RFP mailed to prospective proposers	05-13-2010	At least 30 days prior to the last day that proposals will be accepted
2. Pre-Proposal Conference (if required)	06-04-2010	10:00 A.M.
3. Deadline to receive written inquiries		7-10 days after Pre-proposal Conference
4. Deadline to answer written inquiries		14 days after receipt of inquiry
5. Proposal Receipt Date	06-23-2010	21 days after mailing responses
6. Oral discussions with proposers, if applicable		To be scheduled
7. Council Selection via resolution		To be scheduled (approx. 3-4 weeks after 6.)
8. Contract Ratification via resolution		To be scheduled (approx. 3-4 weeks after 7.)

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.3 Proposal Submittal

All proposals shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events.**

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: **Provide Grant/Project Management and Program Implementation Services for Jefferson Parish Department of Transit Administration.**
- Proposal No. **0214**
- Proposal Receipt Date: **June 23, 2010**

Proposals will be received at:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

PROPOSALS SHALL BE OPENED PUBLICLY AND ONLY PROPOSERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ.

1.4 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter: Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and enter into a contract with the Parish. The letter shall be signed by a person having authority to commit the Proposer to a contract. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Proposer Qualifications and Experience: History and background of Proposer, financial strength and stability, with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.
- D. Technical Proposal: Illustrating and describing compliance with the RFP requirements.
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.
- F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. Financial Proposal: Proposer's fees and other costs, if any, shall be submitted. This financial proposal shall include any and all costs the Proposer wishes to have considered in the contractual arrangement with the Parish of Jefferson. Financial Proposals are to be submitted in a separate sealed envelope.

1.4.1 Number of Response Copies

Each Proposer shall submit one (1) signed original response along with six (6) additional copies of the proposal. Additional copies may be submitted on CD-R/CD-RW media or 3-1/2" diskette as long as data on the disc is formatted in the Word program.

1.4.2 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer(s) response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer(s) ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.5 Confidentiality

All documents submitted to the parish are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 *et seq.*, and may be released when a public records request is made by news media, competitors, or other interested parties, in accordance with the law.

If a Proposer deems any document submitted to the parish under this RFP contains confidential business data, trade secrets, proprietary information, or data not otherwise subject to public disclosure, under La. Const. Art I § 5, LSA-R.S. 44:4 or 4.1, or other provisions of law, the Proposer shall clearly mark the documents as "Confidential" prior to delivering or making them available to the Parish.

- (1) If the parish receives a request for the production or disclosure of documents so marked, it will decline disclosure and notify the Proposer of such request;
- (2) Provided, however, that if any action is commenced against the parish under the Louisiana Public Records Act, LSA-R.S. 44:1 *et seq.*, or otherwise seeking to compel production or disclosure of the documents, the Proposer or any other person asserting the confidentiality privilege of such documents shall defend, indemnify and hold the parish harmless from any costs, damages, penalties or other consequences of the parish's refusal to disclose or produce such documents. Failure of the Proposer to immediately intervene in such legal action, will authorize the parish to voluntarily provide the information for disclosure under the supervision of the court;
- (3) The parish assumes no liability for disclosure or use of any document or portion of this RFP that has not been clearly marked as "confidential", or as otherwise constituting information exempt from the Louisiana Public Records Act, and may use or disclose such unmarked documents as public records.
- (4) The Proposer is to mark the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend:

"The data contained in Pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the Parish of Jefferson shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Parish of Jefferson's right to use or disclose data obtained from any source, including the Proposer, without restrictions."

Further, to protect such data, each page containing such data shall be specifically identified and marked "**CONFIDENTIAL**."

The Proposer shall not mark the entire proposal "confidential" or as information constituting an exception to Louisiana's Public Records Act. If an entire response, submittal or proposal is so marked, the Parish of Jefferson shall not consider the proposal for an award of the contract.

Nothing herein shall prohibit the Parish of Jefferson from making any proposal, including confidential business data, trade secrets, and proprietary information contained therein, available to any other parish agency, person or organization for the sole purpose of assisting the parish in its evaluation of the proposal. The parish shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

1.6 Proposal Clarifications Prior to Submittal

1.6.1 Pre-proposal Conference

A pre-proposal conference will be held at **(Department of Transit Administration, 21 Westbank Expressway, Gretna, LA 70053)**. Prospective proposers may participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Any firm intending to submit a proposal should have at least one duly authorized representative attend the Pre-proposal Conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the Parish of Jefferson will be stated in writing in response to written questions.

1.6.2 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions **MUST** be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events. Initial inquiries shall not be entertained thereafter.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

Any written explanations desired by a Proposer regarding the meaning or interpretation of the RFP and any request for changes in the RFP terms must be requested in writing and received by Patricia LaSalle, Director, Purchasing Department, Jefferson Parish, no later than the RFP clarification request deadline specifies. There will be no oral explanation or instructions given. Any written information given to a prospective

Proposer concerning the RFP will be furnished to all prospective Proposers as an addendum to the RFP, is such information is necessary to Proposers in responding to the RFP or if the lack of such information would be prejudicial to uninformed Proposers. No technical assistance or aid will be given by Jefferson Parish in the preparation of proposals.

All inquiries should be address to Request for Proposal-Written Explanation/Changes, Patricia LaSalle, Director, Jefferson Parish Purchasing Department, Jefferson Parish Government Building, 200 Derbigny Street 4th Floor, Suite 4400, Gretna, LA 70053.

Phone (504) 364-2678 Fax (504) 364-2693

Further, we realize that additional questions or requests for clarifications may generate from the parish's addendum responses to the inquiries received during the initial inquiry period. Therefore, a final 3-day inquiry period shall be granted. Questions relative to the addendum shall be submitted by the close of business three working days from the date the addendum is posted. If necessary, another addendum will be issued to address the final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will sand as written and/or amended by any addendum issued as a result of the final inquiry period.

No negotiations, decisions, or actions shall be executed as a result of any oral discussions with any parish employee or parish consultant. The parish shall only consider written and timely communications from proposers.

Inquiries shall be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by the parish. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provide to all prospective proposers.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053

1.7 Required Affidavits

A. All persons or firms who are under contract which was awarded on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts or who submit responses to any request for submittals to contract on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts must identify all

subcontractors and persons, excluding full time employees of the firm, who would assist in providing services or materials under the contract or who would share in any fees, commissions or other remuneration under the contract. Each such subcontractor or person shall submit all documents and information required by this section. Substitutions or subsequent addition of subcontractors or other persons to the contract must be ratified by council resolution. The person or firm under contract shall provide to the council detailed justification of the need for any such additional subcontractor or person. With each invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.

B. In addition, the person or firm contracting or proposing to contract with Jefferson Parish or with any of its agencies, divisions or special districts on a non-bid basis must submit prior to the ratification by the Council of the contract or contract amendment:

(1) An affidavit attesting:

- a. That the affiant has not and will not employ any person either directly or indirectly to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose service in connection with the provision or procuring of insurance under the contract or in securing the public contracts

are

in the regular course of their duties for the affiant; and

- b. That no part of the contract price was paid or will be paid to any person for soliciting the contract other than the payment of normal compensation to persons regularly employed by the affiant whose services with the project are in the regular course of their duties for the affiant; and

(2) An affidavit attesting to:

- a. Any and all campaign contributions that the affiant has made to elected officials of the parish during the current term; and
- b. Any and all debts owed by the affiant to any elected or appointed official of the parish, and any and all debts owed by any elected or appointed official of the parish to the affiant; and attesting:
- c. That the affiant has not made any contribution to or in support of elected officials of the parish through or in the name of another person or firm either directly or indirectly.

C. For purposes of this Section, "subcontractors" in contracts with insurance agents of record or for the provision of insurance for Jefferson Parish or for any of its agencies, divisions or special districts, including, but not limited to Jefferson Parish Hospital Service Districts No. 1 and Jefferson Parish Hospital Service District No. 2, shall include any person or firm who would assist in providing insurance under the contract or who would share in the commissions generated by the placement of insurance under the contract, excluding full time employees of the primary firm under contract. Notwithstanding any provision of this Section to the contrary, however, nothing herein

shall prohibit an insurance producer of record or agent from using the services of a wholesale broker for the placement of insurance coverage without prior approval of the use of said wholesale broker by the Council, provided that the name of the wholesale broker and the amount of the broker's fee is disclosed on the invoice for the placement of any insurance using the broker's services and that the Risk Management Department provides a copy of said invoice to each member of the Council within five days of the Department's receipt of the invoice.

That any person or firm who is a party to a non-bid contract with Jefferson Parish or with any of its agencies, divisions or special districts as of the effective date of this ordinance and who is not in compliance with the terms of Section 2-923 of the Jefferson Parish Code of Ordinances as enacted by this ordinance shall have thirty days from the effective date of this ordinance to either sever any contractual relationships which would cause the person or firm to be in noncompliance with said section, or to fully comply with the provisions of Section 2-923 by submitting all documentation and disclosures required by that section. The Jefferson Parish Council reserves the right to rescind any contract with any person or firm which does not come into compliance with this ordinance within the specified time; or which, after complying with the documentation and disclosure requirements of this section, is deemed to be in violation of any applicable legal, contractual or ethical requirements or provisions.

1.8 Proposal Guarantee

Each proposal shall be accompanied by a proposal guarantee in the form of a bond (from a surety licensed to conduct business in the State of Louisiana), or a certified or cashier's check or money order made payable to Jefferson Parish, or an irrevocable letter of credit from a Federal or State licensed bank in the amount of (\$5,000.00) Five thousand dollars. Proposal guarantees shall be subject to forfeiture for failure on the part of the selected proposer to execute a contract within Twelve (12) days after such contract is submitted to proposer in conformance with the terms, conditions, and specifications of this solicitation. Proposal guarantees shall be returned upon the award of a contract or upon rejection of all proposals.

1.9 Performance Bond (*NOT REQUIRED FOR THIS RFP*)

1.10 Changes, Addenda, Withdrawals

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, in a sealed envelope, prior to the proposal opening. Such shall meet all requirements for the proposal. If the proposer chooses to withdraw his proposal response, the withdrawal notice shall be in writing and received prior to proposal opening.

1.11 Cost of Offer Preparation

The Proposer assumes sole responsibility for any and all costs associated with the preparation and reproduction of any offer submitted in response to the RFP and preparation for oral presentations/discussions and other such expenses, and shall not include this cost or any portion thereof in the offered contract price and terms.

1.12 Non-negotiable Contract Terms

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, claims or controversies, and termination based on contingency of appropriation of funds. The standard general terms and conditions used by Jefferson Parish may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626.

1.13 Taxes

Any taxes, if applicable, shall be assumed to be included within the Proposer's cost.

1.14 Proposal Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, the Parish reserves the right to reject a proposal if the Proposer's response is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

1.15 Prime Contractor Responsibilities

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The Parish of Jefferson shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

1.16 Written or Oral Discussions/Presentations

Written or oral discussions may be conducted with Proposer(s) who submit proposals determined to be reasonably susceptible of being selected for award. Proposals may be accepted without such discussions and awards made on the basis of the initial offers so proposals should be complete and reflect the most favorable terms available from the Proposer(s).

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussion/presentations for clarification may be conducted to enhance the Parish's understanding of any or all of the proposals submitted. Neither negotiations nor changes to vendor proposals will be allowed during these discussions. Proposals may be accepted without such discussions.

1.17 Acceptance of Proposal Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposer(s) to accept these obligations shall result in the rejection of the proposal.

1.18 Contract Negotiations

If for any reason the Proposer whose proposal is most responsive to the Parish's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and the Parish may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. The Parish of Jefferson must approve the final contract form and issue a purchase order, if applicable, or contract, to complete the process.

1.19 Cancellation of RFP or Rejection of Proposals

The Parish of Jefferson reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the Parish to do so.

1.20 Evaluation and Selection

All responses received as a result of this RFP are subject to evaluation by the Parish Evaluation Committee for the purpose of selecting the Proposer with whom the Parish shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. The committee shall consist of representatives from the Parish Chief Administrative Assistant's Office, Transit Department, Research and Budget Department, Purchasing Department, and Legal Department. This committee will

determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination.

The evaluation phase will consist of two distinct parts:

1. The written responses to the RFP
2. The oral interview. If deemed necessary by the committee

Upon completing the evaluation of the written responses to the vendor proposals a point total will be calculated for each proposal. Those vendors submitting the highest rated proposal will be scheduled for oral interviews, if the committee deems it necessary.

The Evaluation Committee shall document all decisions in writing and make these a part of the contract file.

1. PROPOSAL EVALUATION CRITERIA

Step One: Evaluation of Written Responses

a. Qualifications/Experience	350
b. General Requirements	200
c. Pricing Proposal Evaluation	200
Subtotal	750

Step Two: The Oral Interview (if necessary)

d. Oral Interview	0
Grand Total Possible Score	750

3. EXPLANATION OF THE EVALUATION CRITERIA

- a. Qualifications & Experience 350 pts
The firm's qualifications will be
Evaluated on the following:
- 1) the past experience of the respondent
in projects of similar nature and magnitude. 200 pts
 - 2) The quality of references and the content
their responses. 50 pts
 - 3) Experience with Equipment and Facilities
Management and Grant Management. 100 pts

b. General Requirements Evaluation 200 pts

The general requirements will be evaluated

Based upon the following:

- 1) Demonstrated understanding of the Stated general requirements. 75 pts
- 2) Capability of proposed solution to satisfy all required general requirements. 75 pts
- 3) The quality of the proposal as it relates to the general requirements. 50 pts

c. Pricing Proposal Evaluation 200 pts

Price proposals will be rated on a least cost basis.

d. Oral Interview

0 pts

If the committee deems this step necessary, the proposers with the highest rated proposals will be required to present a 30 to 60 minute description of their proposal at a date and time to be arranged. Arrangements for necessary media equipment such as a projector, video equipment, etc; should be made by the respondent.

The presentation will be followed by a questions and answer session. A maximum of 2 hours in duration will be set aside for this session.

Points will be awarded by the committee for a subjective assessment of:

- 1) How well the total proposal meets the needs of Jefferson Parish.
- 2) The knowledge of the vendor about equipment and facilities management Grants and requirements of FTA.

The evaluation committee's recommendation for award shall be forwarded to the Jefferson Parish Council for selection. After the selection of the Parish Council, the Department will notify all successful Proposers as to the outcome of the evaluation process.

Written recommendation for award shall be made to the Jefferson Parish Council for the Proposer (s) whose proposal (s), conforming to the RFP, will be the most advantageous to the Parish of Jefferson, price and other factors considered.

The committee may reject any or all proposals if none are considered in the best interest of the Parish.

1.21 Award

1.21.1 Award shall be made to the Proposer(s) whose proposal, conforming to the RFP, will be the most advantageous to the Parish of Jefferson, considering price and other factors considered.

1.21.2 The award may be made on the basis of the initial offer or as noted in Part 1.15.

1.22 Notice of Intent to Award

The evaluation committee's recommendation for award shall be forwarded to the Jefferson Parish Council for selection.

After the selection of the Jefferson Parish Council the Department will notify all unsuccessful Proposers as to the outcome of the evaluation process.

1.23 Insurance Requirements

Contractor shall furnish the Parish with certificates of insurance affecting coverage(s) required by the RFP (see Attachment "A"). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Parish before work commences. The Parish reserves the right to require complete certified copies of all required policies, at any time.

1.24 Subcontractor Insurance

The Contractor will be responsible to insure that subcontractors have the necessary insurance required by the Parish of Jefferson.

The Contractor shall include all subcontractors as insured's under its policies or shall furnish separate certificates for each subcontractor. All coverage for the subcontractors shall be subject to all of the requirements stated herein for the Contractor.

1.25 Indemnification

Notwithstanding the above, the successful proposer shall protect, defend, indemnify, save and hold harmless the Parish of Jefferson, all parish departments, agencies, boards and commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the successful proposer, its agents, servants, and employees and any and all costs, expense and/or attorney fees incurred by the successful proposer as a result of any claim, demands, and/or causes of action except those for claims, demands, and/or causes of action arising out of the negligence of the Parish, its agents, and/or employees. The

successful proposer agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it is groundless, false or fraudulent.

1.26 Fidelity Bond Requirements (NOT REQUIRED FOR THIS RFP)

1.27 Payment for Services

The Contractor shall invoice the (Department of Transit Administration) at the completion of the project. Payments will be made by the (Department of Transit Administration) approximately thirty (30) days after receipt of a properly executed invoice, and approval by the (Department of Transit Administration). Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

1.28 Termination

Note: This section shall not be altered or deleted.

1.28.1 The Parish may terminate this contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract; provided that the Parish shall give the Contractor written notice specifying the Contractor's failure. If within ten (10) days after receipt of such notice, the Contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the Parish may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the Parish to comply with the terms and conditions of this contract; provided that the contractor shall give the Parish written notice specifying the Parish's failure.

1.28.2 The Parish may terminate any contract entered into as a result of this RFP at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.28.3 The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Jefferson Parish Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the

continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.29 Assignment

Note: This section shall not be deleted.

Assignment of contract, or any payment under the contract, requires the advanced written approval of the Jefferson Parish Council, by council resolution.

1.30 No Guarantee of Quantities

The Parish of Jefferson does not guaranty that services listed in scope of work is final. The Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide these services.

The services referenced are estimated. In the event that additional services are needed, the right is reserved by the Parish to increase or decrease the amount, at the unit price stated in the proposal. The Parish of Jefferson does not obligate itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

1.31 Audit of Records

Note: This section shall not be deleted.

The monitoring and auditing of the Contractor's records shall be allowed to the Parish of Jefferson Finance Department and any other appropriate Parish entities.

1.32 EEOC and ADA Compliance

The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The Contracting Party shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

1.33 Record Retention

The Contractor shall maintain all records in relation to this contract for a period of at least five (5) years.

1.34 Record Ownership

Note: This section shall not be altered or deleted.

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the Parish of Jefferson, and shall, upon request, be returned by Contractor to the Parish of Jefferson, at Contractor's expense, at termination or expiration of this contract.

1.35 Content of Contract/Order of Precedence

Note: This section shall not be altered or deleted.

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; 2) the Request for Proposal (RFP) and addenda (if any); and 3) the contractor's proposal.

1.36 Contract Changes

Note: This section shall not be altered or deleted.

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of the Jefferson Parish Council.

Changes to the contract include any change in: compensation; beginning/ending date of the contract; scope of work; and/ or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

1.37 Substitution of Personnel

The Parish intends to include in any contract resulting from this RFP the following condition:

Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the Parish for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

1.38 Force Majeure

The Contractor or Parish of Jefferson shall be exempted from performance under the contract for any period that the Contractor or Parish of Jefferson is prevented from performing any services in whole or in part as a result of an act of God, strike, war, civil disturbance, epidemic or court order, provided the Contractor or Parish of Jefferson has prudently and promptly acted to take any and all corrective steps that the Contractor or Parish of Jefferson can promptly perform. Subject to this provision, such nonperformance shall not be considered cause or grounds for termination for the contract.

1.39 Governing Law

Note: This section shall not be altered or deleted.

All activities associated with this RFP process shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana and Jefferson Parish Code of Ordinances; purchasing rules and regulations; standard terms and conditions, including specifications listed in this RFP.

1.40 Claims or Controversies

Note: This section shall not be altered or deleted.

Contractor does, by signing a contract pursuant to this RFP with the Parish, agrees that the contract is made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The contractor hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The parties hereto agree that the sole and exclusive venue for any suit or proceeding brought pursuant to this contract shall be the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

- A. Monitor and assure operational compliance with FTA, DHS and ARRA (Stimulus) Regulations.*
- B. Monitor FTA capital projects, ARRA (Stimulus) and DHS projects including determining facility project priorities, establishing project programs and design, assisting in the bid process and representing the Transit Department in the construction phase.*
- C. Prepare bid specifications for the Transit Department*
- D. Author grant applications for the Transit Department*
- E. Conduct promotional activities and prepare promotional materials for both Capital grants and transit homeland security grants.*
- F. Conduct short and long range planning studies*
- G. Publicize public hearings*
- H. Prepare and present monthly statistical reports*
- I. Serve as a liaison between Department and public/private interests*
- J. Assist Department of Transit in preparing for and responding to "Triennial Reviews"*
- K. Prepare annual Transportation Improvement Plan (TIP) and "Unified Work Programs" for Jefferson Parish to be submitted to RPC and to be included in the STIP.*
- L. Coordinate with the Metropolitan Planning Commission for distribution of formula funds.*
- M. Prepare financial projections*
- N. Coordinate with the Regional Transit Authority (RTA) of New Orleans*
- O. Update and maintain the Jefferson Parish Transit Department Website*
- P. Attend monthly Transit Advisory Board meetings; coordinate; attend monthly operators meetings; attend RPC Transit Committee meetings and such other meetings as required by the Director including union meetings.*
- Q. Monitor and update transportation route amenities including bus stop signs, bus stop shelters, transit artwork, system maps, route schedules and other visual aids.*
- R. Provide additional planning and/or demographic analysis as may be requested by the Administration or Council.*
- S. Maintain TransitMaster System*
- T. Update database for Siemens TransitMaster system with route schedule changes*
- U. Coordinate with the Governor's Office of Homeland Security.*
- V. Update and maintain Transit Security Camera System.*

2.2 Period of Agreement

The term of any contract resulting from this solicitation shall begin on (or about) July 1, 2010, and shall terminate on June 30, 2013

2.3 Price Schedule

Proposer shall provide a price schedule for all requested items. Prices submitted shall be firm for the term of the contract. Prices should include delivery of all items F.O.B. destination.

2.4 Deliverables

The deliverables listed in this section are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

2.5 Location

The location the service is to be performed is **(Department of Transit Administration 21 Westbank Expressway, Gretna, LA 70053)**

2.6 Proposal Elements

(SEE SCOPE OF WORK/SERVICES)

2.6.1 Financial

Describe any potential charges for proposed services associated with the RFP program implementation and administration that you wish the Parish to consider.

2.6.2 Technical

Each proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

Plans and/or schedule for implementation, or orientation, or installation, etc. (whichever is relevant to the RFP requirements).

Plans for training.

Provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.

Resumes for account manager, designated customer service representative(s) and any other key personnel to be assigned to this project, including those of subcontractors, if any.

References for at least three states, government agencies, or private firms for whom similar or larger scope services are currently being provided. Include a contact person and telephone number for each reference.

Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years).

Information demonstrating the Proposer's understanding of the nature and scope of this project.

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the Parish to consider.

PART III EVALUATION

The following criteria will be evaluated when reviewing the proposals: The proposal will be evaluated in light of the material and the substantiating evidence presented to the Parish of Jefferson, not on the basis of what may be inferred.

3.1 Financial Proposal (Maximum of 200 Points)

The following financial criteria will be evaluated: (**SEE SECTION 1.20 EVALUATION AND SELECTION**)

The information provided in response to this section will be used in the Financial Evaluation to calculate lowest evaluated cost. (Alternate, if applicable: ...will be used in the Financial Evaluation Model to calculate lowest evaluated cost.)

If applicable, this recommended wording may also be used:

The proposer must include an itemized listing of all expenses or fees, if applicable, (including travel) that are expected to be paid by the parish. Travel and other allowable expenses shall be reimbursed in accordance with the Parish's General Travel Regulations, within the limits established for Employees as defined by the Parish. All out of state travel will be subject to prior approval by the Department Director or his/her designee.

3.2 Qualifications and Experience (Maximum of 350 Points)

The following criteria are of importance and relevance to the evaluation of this RFP. Such factors, listed in order of importance, may include but are not limited to:

Weighting Points

1. QUALIFICATIONS AND EXPERIENCE (350 pts)

- A. Past experience of the respondent in projects of similar nature and magnitude. (200 pts)
- B. The quality of references and the content of their responses. (50 pts)_____
- C. Experience with Equipment and Facilities Management and Grant Management. (100 pts)_____

2. GENERAL REQUIREMENTS EVALUATION (200 pts)

- A. Demonstrated understanding of the stated general requirements. (75 pts) _____
- B. Capability of proposed solution to satisfy all required general requirements. (75 pts) _____
- C. The quality of the proposal as it relates to the general requirements. (50 pts) _____

3. FINANCIAL PROPOSAL (200 pts)

TOTAL (Qualifications, General Requirement and Financial) 750 Points

PART IV. PERFORMANCE STANDARDS

4.1 Performance Requirements

Tasks will be performed on a schedule to be negotiated with the successful proposer.

4.2 Performance Measurement/Evaluation

Performance Measurement/Evaluation will be determined at the completion of the tasks.

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 dated 12/09/2009.

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 113646.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

OWNER'S PROTECTIVE LIABILITY — Not Applicable for this project

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE — Not Applicable for this project

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

AFFIDAVIT

**STATE OF LOUISIANA
PARISH OF JEFFERSON**

BEFORE ME, the undersigned authority, personally came and appeared,
_____, who after being duly sworn,
deposed and said that he/she/they are fully authorized _____ of
_____ (hereinafter referred to as affiant), and said affiant
further said:

The following is a complete listing of all subcontractors who may
assist in providing services for the project known as

_____:

Subcontractors, excluding full time employees of firm, who would
assist in providing services for the project:

AFFIANT

**SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____
DAY OF _____, 2010.**

NOTARY PUBLIC

A copy of this affidavit must be attached to all pay requests.

_____ Check here if no additions or substitutions of subcontractors have been
made under this contract or any amendments to this contract.

Signature

Date

Any additions or substitutions of subcontractors, excluding full time employees of firm, who would
assist in providing services for the project, requires Jefferson Parish Council approval and
requires submission of a new sworn affidavit.

RFP 0214

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from firms interested in providing for "Grant/Project Management and Program Implementation Services" for the Jefferson Parish Department of Transit Administration, in accordance with the terms, conditions and specifications outlined in the Request for Proposal (RFP)

Request for Proposals will be received until 4:00 p.m. Local Time on: Wednesday, June 23, 2010.

(Type Name of Person Authorized to Sign)

(Company Name and State License # if applicable")

(Street Address)

(City, State, Zip Code)

(Area Code) (Phone Number) (Area Code) (Fax Number)

(Signature of Person Authorized to Sign)

(Title of Person Authorized to Sign)

This RFP must be signed by an authorized Representative of the Company/Firm for RFP to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED. THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE
ABOVE DATED MEETING OF THE BOARD
OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN
REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE

REQUEST FOR PROPOSAL

RFP 0214

Jefferson Parish Department of Purchasing is soliciting **Request for Proposals (RFP'S)** from firms interested in providing **"Grant/Project Management and Program Implementation Services"** for the Jefferson Parish Department of Transit Administration.

Evaluation Criteria:

Qualifications/Experience	350 Points
General Requirements	200 Points
Pricing Proposal Evaluation	200 Points

1. FINANCIAL PROPOSAL (MAXIMUM OF 200 POINTS)

2. QUALIFICATIONS/EXPERIENCE (MAXIMUM OF 350 POINTS)

- A. Past experience of the respondent in projects of similar nature and magnitude. (200 points)
- B. Quality of References and the content of their responses. (50 points)
- C. Experience with Equipment and Facilities Management and Grant management. (100 points)

3. GENERAL REQUIREMENTS EVALUATION (MAXIMUM OF 200 POINTS)

- A. Demonstrated understanding of the stated general requirements. (75 points)
- B. Capability of proposed solution to satisfy all required general requirements. (75 points)
- C. The quality of the proposal as it relates to the general requirements. (50 points)

TOTAL (Financial and Technical) Maximum Points of 750

PRE-PROPOSAL CONFERENCE: **Friday, June 4, 2010 @ 10:00 A.M.**
JEFFERSON PARISH PURCHASING DEPARTMENT
GENERAL GOVERNMENT BUILDING
200 DERBIGNY STREET, STE. 4400
GRETN, LA 70053

REQUEST FOR PROPOSALS WILL BE RECEIVED IN THE:

JEFFERSON PARISH PURCHASING DEPARTMENT
GENERAL GOVERNMENT BUILDING
200 DERBIGNY STREET, STE 4400
GRETN, LA 70053

UNTIL **4:00 P.M.** LOCAL TIME ON **Wednesday, June 23, 2010.**

The Jefferson Parish Council reserves the right to accept or reject any and all proposals, in whole or part and waive informalities, pursuant to the law.

| Specifications are available gratis from: www.jeffparish.net/bids (click on Bid Downloads) or Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Ste. 4400

Gretna, LA 70053
(504) 364-2678

Patricia Lassalle
Director
Purchasing Department

Rene' T. Poole, CPPB
Chief Buyer
Purchasing Department

**ADV. TIMES PICAYUNE OFFICIAL JOURNAL:
May 13, 20 & 27, 2010**